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COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of Information Services

June 8, 2012

ISIS Memorandum 12-006

To: ISIS Travel Administrators
Subject: ISIS Travel Year-End Close Procedures

Listed below is important information regarding ISIS Travel year-end processes.

Fiscal Year 2012

- **ISIS Travel agencies have until 8:00 p.m. on Tuesday, June 26, 2012**, to process travel reimbursements with an accounting period of 12 12.
- The first 13th period travel payment cycle for 2012 will be on Thursday, July 5, 2012. This cycle will include all trips at settled status as of 7:00 p.m. on Wednesday, July 4, 2012. The trip ending dates must be on or before June 30, 2012.
- All travelers should be notified of these deadlines.
- The Weekly Report **should not be used** to process travel reimbursements for trip dates that include June 25, June 26, June 27, June 28, June 29 and/or June 30, 2012. Since this week ends on July 1, all expenses for this week will post to FY 2013 if a Weekly Report is processed.
- The Outstanding Travel Advance Report should be monitored daily to **ensure all travel advance balances are cleared by Tuesday, June 26, 2012**. All advances for FY 2012 trips should be expensed by that date; there should be no remaining balances.
- **All debit balances** created from travel advance recoupments/overpayments **should be cleared by June 26, 2012**.

Special 13th Period Payment Cycles

- A 13th period Travel payment cycle will run each Thursday from July 5 through August 9, 2012.

- The 13th period Travel payment cycles will include all FY 2012 trips at settled status with trip ending dates on or before June 30, 2012, as of each Wednesday at 7:00 p.m. Reimbursements for these trips will process with an accounting period of 13 12.

- **The deadline for reimbursing prior year trips is 9:00 p.m. Wednesday, August 8, 2012.**

- Travel reimbursements for trip ending dates on or before June 30, 2012, **will not be allowed** in ISIS Travel **after August 8, 2012.**

- Note: The Expenditure Balancing Report should have a posting date of 06/30/2012 when executed for the 13th period.

Fiscal Year 2013

- **A current year Travel payment cycle will not run until the FY 2013 budget is loaded.**

- All travel reimbursements or advances processed with a travel ending date of July 1 or later will post to FY 2013. For example, if a trip is entered with travel dates of June 27 – July 1, 2012, the entire trip will post to FY 2013.

- The Travel Authorization Report should be run to determine which employees will be authorized to travel during FY 2013. Travel Administrators must **delimit** InfoType 17 travel privileges for anyone who will not be authorized for the new fiscal year.

Questions should be directed to the ISIS Travel Help Desk at 225-342-2677 or submitted as a [web ticket](#).

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